

Customer Portal - How to Enter Time

Last Modified on 01/06/2026 12:57 pm CST

Overview

In order for you to enter in the hours your employees have worked, you'll need to create timecards in WebCenter.

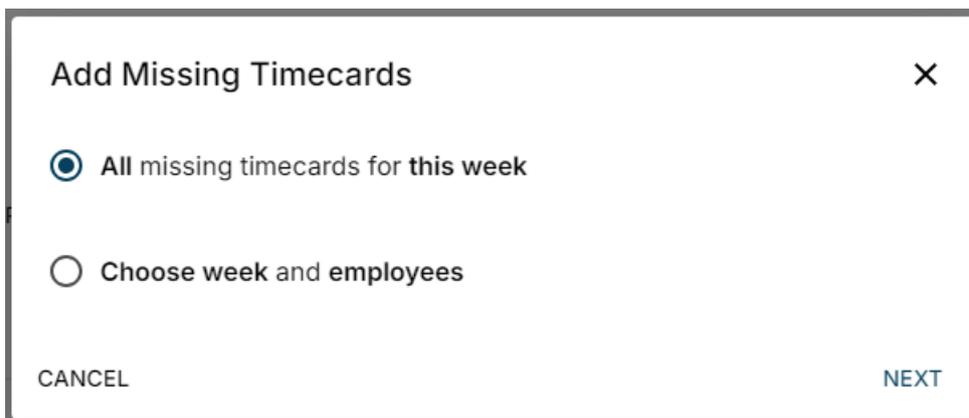
Note Please contact your Staffing Provider in the event you require access to the Timecards tab.

Creating the Timecard

1. Navigate to the Timecards tab in WebCenter
2. Select the "Add Missing Timecards" button at the top right:



3. Select "All missing timecards for this week" to add any missing timecards for the current week:



4. Alternatively, select "Choose week and employees" to pick and choose the employees you want to add time for or to add a late timecard:
 - o Select the appropriate Weekend Date and employees from the list and select "Next" once complete:

Add Missing Timecards ✕

1 ————— 2

Select Employees Confirmation

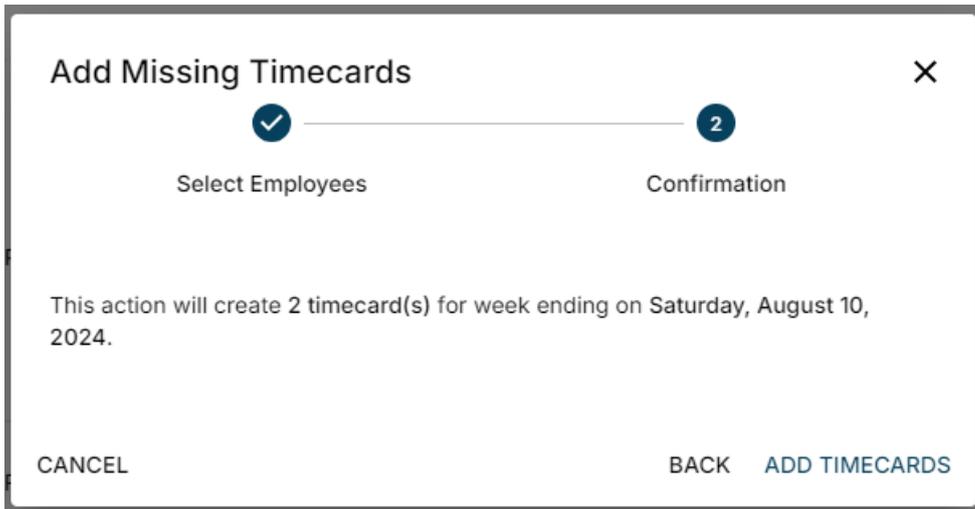
Weekend Date
08/10/2024 

Search by Name

- Select all
- Dish18, Pete test
- Dish18, Pete test
- Bjerknes, Jonell
- Dish18, Pete test
- Kluverzinger, Laura
- Timecard, Profession
- Timecard, Everything
- Timecard, Unit
- Timecard, SemiMonthl
- Timecard, Salary
- Timecard, DefaultFed
- Employee, Margaux
- Vision, Wanda tester
- solspark, solspark
- ...

CANCEL NEXT >

- Within the confirmation window, select "Add Timecards":



Once the timecard has been created, it's time to enter in the hours the employee(s) worked.

Entering Time

Time can be entered for the employee via either the Timecards or Emps (Employees) Tab.

Timecards Tab

To enter/edit time within the timecard, simply select the appropriate field within the row (Pay Code, RT, OT, DT) and add the intended values for each timecard:

<input type="checkbox"/>	Gunderson, Eric	Past Due	Reg	40.00	0.00	0.00	40.00 Hours \$0.00 Adjustments \$14,000.00 Gross	:
<input type="checkbox"/>	Harima, Kenji	Past Due	Reg	32.00	0.00	0.00	32.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Harima, Kenji	Past Due	Reg	8.00	0.00	0.00	8.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Kluverzinger, Laura	Past Due	Reg	40.00	0.00	0.00	40.00 Hours \$0.00 Adjustments \$360.00 Gross	:

Note By default, the Timecards page is set to the "Weekly" view. This can be changed to "Daily" view by selecting the intended option on the right:

Timecards

Quick Filters: All | Status | Employee Name | Department | Weekend Date | Worksite

MORE FILTERS | RESET | SEARCH

ADD MISSING TIMECARDS

Submit Selected | Submit & Approve | Delete

Week Ending On Sunday, Nov 2, 2025 | Total hours: 0.00

Week Ending On Saturday, Nov 1, 2025 | Total hours: 52.50

Employee Name	Status	Pay Code	RT	OT	DT	Hours
Alaska, Carl	Past Due	Reg	39.50	0.00	0.00	39.50 Hours \$0.00 Adjustments \$13,825.00 Gross
Bjerknes, Jonell	Approved	Reg	5.00	0.00	0.00	5.00 Hours \$0.00 Adjustments \$0.00 Gross

Example of "Daily" view:

Submit Selected | Submit & Approve | Delete

Week Ending On Sunday, Nov 2, 2025 | Total hours: 0.00

Week Ending On Saturday, Nov 1, 2025 | Total hours: 52.50

Employee Name	Status	Pay Code	SUN	MON	TUE	WED	THUR	FRI	SAT	Hours
Alaska, Carl	Past Due	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.50 Hours \$0.00 Adjustments \$13,825.00 Gross
Bjerknes, Jonell	Approved	Reg	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00 Hours \$0.00 Adjustments \$0.00 Gross

Alternatively, to see more details on the timecards, select the icon to the right of the timecard and select "Details" to open the "Timecard Details" window:

Week Ending On Thursday, August 15, 2024 | 0.00 Total hours

Bjerknes, Jonell	Past Due	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross
Bjerknes, Jonell	Past Due	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross
Dish18, Pete test	Past Due	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross
Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross
Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross
Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross

Details | Copy | Delete

Within the "Timecard Details" window, you can add/edit the hours for the days of the week, upload files, add notes, and add/edit adjustments.

Timecard Details for Employee, Margaux ✕

Employee, Margaux
1programmer | Not Submitted
August 01, 2024 to August 16, 2024 
Primary | PO # | Gross Pay \$0.00
0.00 Regular | 0.00 Overtime | 0.00 Double Time

SemiMonthly Hours

Thu 1	CHOOSE FILE			
Pay Code Reg ▼	RT 0.00	OT 0.00	DT 0.00	Notes
* Required				
Fri 2	CHOOSE FILE			
Pay Code Reg ▼	RT 0.00	OT 0.00	DT 0.00	Notes
* Required				
Sat 3	CHOOSE FILE			
Pay Code Reg ▼	RT 0.00	OT 0.00	DT 0.00	Notes
* Required				
Sun 4	CHOOSE FILE			
Pay Code Reg ▼	RT 0.00	OT 0.00	DT 0.00	Notes
* Required				
Mon 5	CHOOSE FILE			
Pay Code Reg ▼	RT 0.00	OT 0.00	DT 0.00	Notes
* Required				
Tue 6	CHOOSE FILE			
Pay Code Reg ▼	RT 0.00	OT 0.00	DT 0.00	Notes

CANCEL SAVE SUBMIT

Once all changes needed have been made, select "Submit" to submit the timecard for approval.

Timecard Details for Employee, Margaux ✕

Sun 11 [CHOOSE FILE](#)

Pay Code Reg ▼	RT 0.00	OT 0.00	DT 0.00	Notes N/A
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Mon 12 [CHOOSE FILE](#)

Pay Code Reg ▼	RT 8.00	OT 0.00	DT 0.00	Notes Worked
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Tue 13 [CHOOSE FILE](#)

Pay Code Reg ▼	RT 8.00	OT 0.00	DT 0.00	Notes Worked
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Wed 14 [CHOOSE FILE](#)

Pay Code Reg ▼	RT 8.00	OT 0.00	DT 0.00	Notes Worked
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Thu 15 [CHOOSE FILE](#)

Pay Code Reg ▼	RT 8.00	OT 0.00	DT 0.00	Notes Worked
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0.00 Total hours

ADJUSTMENTS

	Amount	
Adjustment ▼	0.00	✕
ADD ADJUSTMENT		
<div style="background-color: #f0e68c; border-radius: 10px; padding: 5px 10px; display: inline-block;">Equipment - \$50.00 ✕</div>		
\$50.00 Total Adjustments		

CANCEL

SAVE
SUBMIT

Emps (Employees) Tab

Within the Emps tab, while viewing an employee that is currently assigned, either double-click on the record or select the icon and select "Details":

Employees

Quick Filters
Current (21) x Last Name First Name SSN Candidacies ID Number

MORE FILTERS RESET SEARCH

Name	Assigned	Current Jobs	ID
Kluverzinger, Laura	✓	1	16622
Bjerknes, Jonell	✓	1	4294969541

Details

Within the employees details, select "Enter Time" to open the Time Entry window:

Kluverzinger, Laura x

xxx-xx-4878

ENTER TIME CANDIDACIES

ASSIGNMENTS TIMECARDS SKILLS CONTACT INFO

Forklift
 Order [4295023044](#) - Primary
 Status: Open
 7/21/2012 -
 Supervisor: Ahn, Jonathan

Required Docs (0 of 1) [Show more](#)

Within the Time Entry window, ensure the correct Weekend Date is selected, select the appropriate assignment you are creating the timecard for and select "Next":

Enter Time For Employee Laura Kluverzinger x

1 — 2 — 3
 Select Assignments Create Timecard Confirmation

Weekend Date
 09/28/2024

Search by Name
 🔍

Select all

Forklift
 Primary
 Order 4295023044
 7/21/2012

CANCEL **NEXT >**

Now you will be able to add hours, adjustments, notes, upload files, etc to the timecard. Once all of the information has been entered, select "Next":

Enter Time For Employee Laura Kluverzinger ✕

1 **2** 3

Select Assignments Create Timecard Confirmation

DAILY WEEKLY

Daily hours

Mon	Tue	Wed	Thur	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

40.00 Total hours

Pay Code
Reg ▼ Cost Center ▼

ADJUSTMENTS NOTES CUSTOM *

Adjustment ▼ Amount

ADD ADJUSTMENT

Equipment - \$5.00 ✕

\$5.00 Total Adjustments

Reimbursements

MISC DELIV 1/2 DELIV 1

TRAIN TELE

\$0.00 Total Reimbursements

CANCEL BACK **NEXT >**

Within the Confirmation window, you will see the action that is about to be completed. Select "Confirm" to create the timecard for the employee:

Enter Time For Employee Laura Kluverzinger X

✔
 Select Assignments

✔
 Create Timecard

3
 Confirmation

What this action will do

Create 40.00 hour timecards with \$5.00 in adjustments for the week ending on Saturday, September 28, 2024 for the 1 employee(s) listed below:

👤 Kluverzinger, Laura

CANCEL
BACK
CONFIRM

The timecard can now be reviewed and submitted for approval within the Timecards tab.

Submitting Timecards

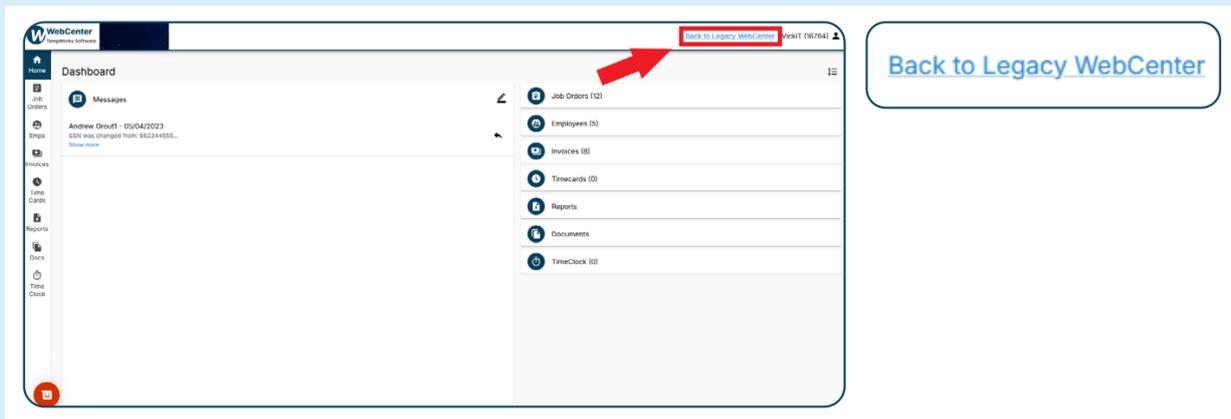
Select the checkbox next to the edited/unsubmitted timecard(s) and choose the "Submit Selected" option at the top left:

	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	Week Ending On Saturday, August 31, 2019						2.00 Total hours
<input type="checkbox"/>	Week Ending On Saturday, September 14, 2019						72.00 Total hours
<input type="checkbox"/>	Week Ending On Saturday, January 1, 2022						153.00 Total hours
<input type="checkbox"/>	Week Ending On Monday, January 31, 2022						8.00 Total hours
<input checked="" type="checkbox"/>	Week Ending On Saturday, March 16, 2024						9.00 Total hours
<input checked="" type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	9.00	0.00	0.00	9.00 Hours \$0.00 Adjustments \$0.00 Gross

Optionally, you can select the "Submit & Approve" option if you are listed as an eligible timecard approver and the timecard is ready to be sent to payroll:

Submit Selected	Submit & Approve	Delete	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	>		Week Ending On Saturday, August 31, 2019						2.00 Total hours
<input type="checkbox"/>	>		Week Ending On Saturday, September 14, 2019						72.00 Total hours
<input type="checkbox"/>	>		Week Ending On Saturday, January 1, 2022						153.00 Total hours
<input type="checkbox"/>	>		Week Ending On Monday, January 31, 2022						8.00 Total hours
<input checked="" type="checkbox"/>	>		Week Ending On Saturday, March 16, 2024						9.00 Total hours
<input checked="" type="checkbox"/>			Bjerknes, Jonell	Past Due	Reg	9.00	0.00	0.00	9.00 Hours \$0.00 Adjustments \$0.00 Gross

Note The updated WebCenter Customer Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:



For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled [Customer Portal - Navigating to Legacy & Feedback Survey](#).

Related Articles